

STATE OF MONTANA

ECMS RFI

Client Name: State of Montana Procurement

Presented by: Amy Edwards

Date: January 17, 2014

January 14, 2014

Montana Department of Administration
Attn: Michele Burchett, State Information Technology Services Division
PO Box 200113
125 N. Roberts
Helena, MT 59620-0113

Dear Ms. Michele Burchett

We are excited to respond to the State of Montana Enterprise Content Management System Request for Information. After careful consideration of your RFI our staff determined that our company can help you achieve your state-wide ECMS goals efficiently and effectively.

Summit 7 Systems focuses on bringing clients the right ECMS solution. Our proposal will provide numerous options around SharePoint ECMS which includes hosted vs premise solutions and robust 3rd party options to meet the customized needs for each department.

We are a Microsoft Partner with Gold Competencies in Portals, Collaboration and Digital Marketing. I will remain personally engaged through the project lifecycle and ensure that the full resources of Summit 7 Systems are available and brought to bear on your engagement. We are fully committed to ensure your success and the success of this project.

I am the Point of Contact for the enclosed material.

Mr. Scott Edwards
President
scott.edwards@summit7systems.com
phone: 256-585-6863

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Scott Edwards', with a stylized flourish at the end.

Michael Scott Edwards
President and Managing Partner

TABLE OF CONTENTS

1	Company Qualification	4
1.1	COMPANY BACKGROUND.....	4
1.2	SIMILAR PROJECTS & CUSTOMER REFERENCES.....	6
1.3	KENTUCKY STATE TECHNICAL COLLEGE SYSTEM (KCTCS).....	6
1.4	ARMY MATERIAL COMMAND	7
1.5	INTERNAL REVENUE SYSTEM (IRS).....	8
1.6	ONE WEST BANK.....	9
2	Solution Overview	10
3	Software Modules	13
3.1	SHAREPOINT AS AN ECMS	13
3.2	ON-PREMISE VERSUS HOSTED SERVICES	14
3.3	KOFAX INTEGRATION WITH SHAREPOINT.....	15
3.4	KOFAX TOTALAGILITY.....	17
3.5	KOFAX CAPTURE	18
3.6	KOFAX FRONT OFFICE SERVER.....	19
3.7	AVEPOINT WITH SHAREPOINT.....	20
4	Licensing Options.....	22
4.1	SUMMIT 7 SYSTEMS SERVICES.....	22
4.2	MICROSOFT SHAREPOINT	29
4.2.1	ON-PREMISE SHAREPOINT 2013 SERVER FARM.....	29
4.2.2	MICROSOFT HOSTED SERVICES INCLUDING SHAREPOINT	37
4.3	AWS HOSTED SERVICES INCLUDING SHAREPOINT	40
4.4	KOFAX.....	43

4.5	AVEPOINT	44
5	Estimated Costs.....	46
5.1	PROJECTED SHAREPOINT 2013 ON-PREMISE COSTS	47
5.2	PROJECTED SHAREPOINT 2013 AWS COSTS	48
5.3	PROJECTED OFFICE 365 COSTS	49
6	Appendix 1: Specifications	50
7	Appendix 2: Report Center Examples	51

1 COMPANY QUALIFICATION

1.1 Company Background

Summit 7 Systems is a growing team of highly specialized knowledge management consultants. We are a team of mentors, guides and experts that empower you to overcome any barrier between your business and success. We are a Microsoft Partner with Gold and Silver Competencies focused on the SharePoint and FAST Search platforms. We've authored several publications on this platform and we are acknowledged by Microsoft (and throughout the industry) as experts in collaboration systems. (Microsoft Partner ID: 2773295)



Summit 7 Systems was a major contributor to the development of the Best Practices™ SharePoint implementation methodology. The major components of the Best Practices™ methodology are outlined in "Microsoft Office SharePoint Server 2007: Best Practices" which was published by Microsoft Press and authored by Summit 7 Systems Principal Architect, Ben Curry and Mindsharp President, Bill English. Additionally, four consultants from the Summit 7 Systems team, including Ben Curry, SharePoint MVP, Jason Batchelor, Jason Cribbet and Jay Simcox, recently published the "Microsoft SharePoint 2013 Pocket Guide."

Summit 7 Systems consultants have proven themselves across the industry by implementing hundreds of SharePoint farms over the last 10 years. We have worked with government customers in Education, Federal, State and Local government and Fortune 100 / 500 and Small/Medium Business. We focus solely on knowledge management and collaboration using the Microsoft Business Productivity Infrastructure (BPI) which is unlike the majority of consulting groups and Microsoft Gold Partners. This allows us to maintain a very deep level of expertise in this platform.

To best serve the varying needs of our clients, we are also reseller and services partners with industry leaders within the SharePoint ecosystem like Kofax, Nintex, BA Insight, Smart Logic, AvePoint, Quest/Dell, Metalogix, Amazon Web Services, and others.

Summit 7 Systems invests in employee development to ensure our clients receive the most current industry service. Below is a list of example certifications from our team. This list is not exhaustive and most of these certifications are held by numerous people on the team.

- 7 Time Microsoft SharePoint MVP
- Six Sigma Black Belt
- Certified Information Systems Security Professional (CISSP)
- Project Management Professional (PMP)
- National Security Agency Information Systems Security Officer (ISSO)
- National Security Agency Information Systems Security Professional (ISSP)
- Microsoft Certified Information Technology Professional: SharePoint Server (MCITP)
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified Systems Engineer + Internet (MCSE+I)
- Microsoft Certified Technology Specialist: SharePoint 2007
- Microsoft Certified Technology Specialist: SharePoint 2010
- Microsoft Certified Technology Specialist: Forefront Security
- Microsoft Certified Technology Specialist
- Microsoft Certified Trainer (MCT)
- Microsoft Certified Systems Administrator (MCSA)
- Microsoft Certified Professional (MCP)
- Kofax Certified Technical Solutions Specialist
- CompTIA A+, CompTIA Security + & CompTIA Network +

Additionally, our team is committed to contributing to the knowledge of the SharePoint community. Our staff continuous to publish books with Microsoft Press that may be sitting on your desk. Our website provides blogs to support issues that are trending in the SharePoint community and supports SharePoint Saturdays which ensures our consultants are always ahead of the latest technology trends.

- [Microsoft SharePoint 2013 Pocket Guide](#)
- [MICROSOFT SHAREPOINT PRODUCTS AND TECHNOLOGIES ADMINISTRATOR'S POCKET CONSULTANT](#)
- [MICROSOFT SHAREPOINT 2010 ADMINISTRATORS POCKET CONSULTANT](#)
- [MICROSOFT SHAREPOINT SERVER 2007 BEST PRACTICES](#)
- [MICROSOFT OFFICE SHAREPOINT SERVER 2007 ADMINISTRATOR'S COMPANION](#)

1.2 Similar Projects & Customer References

1.3 Kentucky State Technical College System (KCTCS)

Contact: Matt Varney

Phone: (859) 256-3371

E-mail: matt.varney@kctcs.edu

Project Duration: March 2010 to Present

Description: KCTCS is a state-wide system of 16 state colleges, across 70 campus, with 100,000 students and 10,000 administrative staff. Summit 7 Systems has provided long-term support to the consolidated KCTCS Web Services Department since March 2010 with 5 full-time employees. Professional Service engagements include Strategy and Governance (Employee Portal), SharePoint 2007 to SharePoint 2010 Migration, SharePoint 2010 to SharePoint 2013 Migration, Business Process Automation, Project Management Office, Sitecore Web Content Management, Operations and Maintenance through our AnchorPoint Service. The SharePoint platform is a hybrid solution that incorporates both on premise and Office 365 elements to support the multi-campus requirements.

Summit 7 Systems recently deployed an Employee Portal with PeopleSoft integration based on SharePoint 2013 that went Live on October 1, 2013. This Case Study exemplifies the flexible and robust platform that SharePoint provides all types of Line of Business integration opportunities. Elements of the portal included custom branding, workflow, and point business solutions to support internal public relations and marketing efforts for 10,000 employees. The link below is a preview of the KCTCS site that went live on 1 Oct 2013. Tabs labeled “Intranet Vision” and “Sneak Peak” provide information regarding the architecture of the interface between Sitecore, SharePoint and PeopleSoft resulting in a unified user experience.

[HTTP://EDIT.KCTCS.EDU/INTRANETUPGRADE#PANEL1](http://edit.kctcs.edu/intranetupgrade#panel1)

The second link is the case study that KCTCS and Summit 7 Systems published with Microsoft regarding this integrated intranet deployment.

[HTTP://WWW.MICROSOFT.COM/CASESTUDIES/MICROSOFT-SHAREPOINT-SERVER-2013/KENTUCKY-COMMUNITY-AND-TECHNICAL-COLLEGE-SYSTEM/COLLEGE-SYSTEM-BRINGS-ITS-ORGANIZATIONS-TOGETHER-WITH-LINE-OF-BUSINESS-INTEGRATION/71000002231](http://www.microsoft.com/casestudies/microsoft-sharepoint-server-2013/kentucky-community-and-technical-college-system/college-system-brings-its-organizations-together-with-line-of-business-integration/71000002231)

1.4 Army Material Command

Contact: Don Wohleber, ITSS Program Manager (SAIC)

Phone: (256) 890-3107

E-mail: DON.S.WOHLEBER@SAIC.COM

Project Duration: August 2013 to Present

Description: Multi-tenant SharePoint 2010 environment with a current database of 2TB. There is an ongoing addition of tenants and the final environment is expected to exceed 12 TB by the end of 2014. Current users' number 30,000 and projected users are 100,000 by the end of 2014.

Summit 7 Systems was asked to step into an emergency situation with the SAIC contract for the Army Material Command (AMC). SAIC received the award was unable to find the expertise to architect and manage the environment. Summit 7 Systems dedicated a full-time SharePoint Architect to manage the design, migration and day-to-day operations. Summit 7 Systems is designing a migration to SharePoint 2013 projected for completion in September 2015. Summit 7 Systems provides 24x7 on call support for this customer.

1.5 Internal Revenue System (IRS)

Contact: James Slonena

Phone: (202) 329-7960

E-mail: James.R.Slonena@irs.gov

Project Duration: Sept 2012 to Present

Description: Summit 7 Systems provided SharePoint support to the IRS for eighteen months on numerous special projects. The environment was 1.5 to 2 TB of data with 13,000 sites. Project was valued at \$460,000.

- **Platform Stability:** The first project addressed instability in their existing SharePoint 2003 environment, developed a plan to maximize their investment in Quest migration tools, and developed new functionality for SharePoint 2010 design. Summit 7 Systems provided real-time Microsoft Gold Partner expertise while mentoring existing IRS personnel to ensure proper knowledge transfer to support organic maintenance and support for future modifications.
- **Quest Tool Upgrade:** Summit 7 Systems is a premier Dell/Quest Software Partner and was certified to perform the necessary upgrades. These tools were configured and customized for the IRS administrator support staff to utilize for meaningful data collection on the SharePoint 2003/2007 usage and the future SP2010 environment.
- **SharePoint 2010 Migration Strategy and Support:** Summit 7 Systems conducted report aggregation, analysis, and migration strategy support in preparation for the IRS migration. The tasks included aggregation of all reports of sites, lists, libraries, and items into a single, current state pre-upgrade report. The migration assessment included: Physical Architecture, Performance and Scalability, Content Database and Service Application database sizing and recommendations, Logical Architecture, Database Architecture, Search Architecture, Custom Code usage and practices, Features and Solutions, System Policies, End User Policies, Security, Network Configuration, Authentication Structure, and Third Party Software usage. The comprehensive migration strategy and roadmap included a timeline and stakeholder communication plan, technical operations strategy, and analysis of discovered requirement data.
- **Migration Support & Mentorship:** IRS staff utilized the updated Quest Migration Tools and the Summit 7 Systems Roadmap to conduct the migration. Summit 7 Systems utilized a content management mentorship model to increase value to the IRS by ensuring support provided both an immediate “stop gap fix” for current technological limitations and provided documented knowledge transfer for future upgrades. The documentation included management principles, approach roadmap, Enterprise Content Management (ECM) planning structure, value measurement framework, and institutionalized Content Management planning. The mentorship support is an ongoing contract.

1.6 One West Bank

Contact: Jennifer Radzienda

Phone: (626) 430-0782

E-mail: JENNIFER.RADZIENDA@OWB.COM

Project Duration: Nov 2009 to June 2010

Project Value: \$340,000

Description: OneWest Bank and IndyMac merged into a single financial organization in 2009 and began consolidating IT services. Each institution had two difficult SharePoint migrations.

Summit 7 Systems provided OneWest Bank with a full SharePoint 2003 to SharePoint 2010 Migration Plan and Implementation. This project included the full project lifecycle from System Requirements Review through Preliminary Design, Critical Design, Infrastructure Testing, Performance and Optimization, Migration and Operational Go Live for the new environment. This new environment met many requirements in Records and data management such as the Gramm–Leach–Bliley, Sarbanes Oxley, and other internal OWB requirements around custom confidentiality.

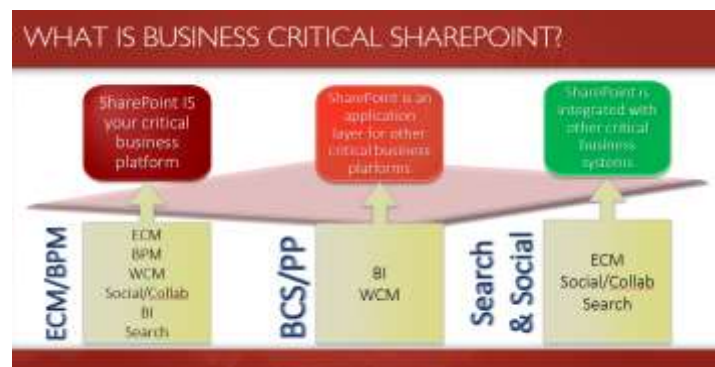
Summit 7 Systems also integrated a portion of the new SharePoint 2010 environment with “live” Department of Treasury data feeds that were executed on a daily basis. All of the governance surrounding this process was approved and is still in place today. The final merged environment exceeded 1 TB of data and was a large improvement in document and records management over previous versions. Additionally, Summit 7 Systems developed updated System Level Agreements for newly merged system team. System level plans included End User and System Governance Plans in support of the policy deployment for the organization.

2 SOLUTION OVERVIEW

Summit 7 Systems sole business focus is providing quality Enterprise Content Management (ECM) to meet the Business Critical needs of our clients. We partner with industry leaders in all aspects of ECM systems so that we can recommend the best fit for each customer's pain points. We know the Department of Administration will review several ECM systems for this RFP. The truth is, the software doesn't matter if the service provider doesn't identify and address the pain points the Department of Administration faces today. Many ECM environments are plagued with Business-Critical data stuck in siloes, business users with no direct access to vital data, inefficient processes, disconnected teams, and disconnected vertical applications. Summit 7 Systems developed the Ascension Methodology™ to identify existing ECM pain points to design a system that will provide a rapid Return on Investment (ROI).

The State of Montana, Department of Administration, currently owns a powerful COTS Content Management System (CMS), SharePoint. Federal, State and commercial organizations are increasingly leveraging the affordable value of SharePoint for Business Critical Content Management in functional areas including customer service, finance and human resources.

Summit 7 Systems recommends investing in your existing SharePoint infrastructure to leverage the full ECM value already resident. SharePoint has the power to provide critical content management, website, business intelligence portals, or perform as a Business Process Management Platform (BPM).

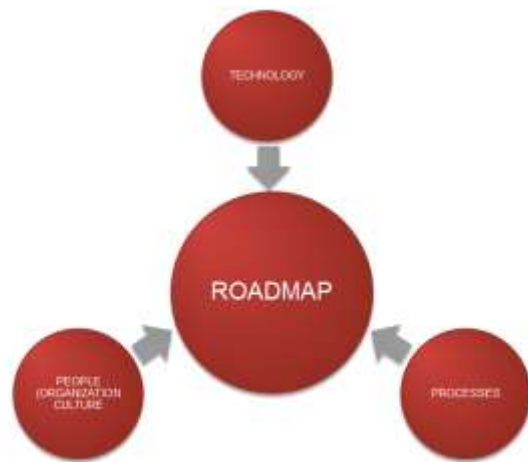


Our industry experience is the foundation of our methodology and design approach. We use those to solve the most difficult ECM challenges for our clients. The first step towards a solution is proper identification of current capabilities and the development of a system and organizational roadmap. This roadmap drives the proper organizational alignment between the mission and the technology investment to increase ROI, user adoption, exceed stakeholder expectations and support the business drivers defined in the mission charter.

Technology tool sets only offer maximum value when the correct drivers are in place under the proper conditions. Organizations fall short of optimizing their investment if technology planning is not done properly. We understand these technology tool sets, deliberately plan their integration and develop risk mitigations around the organizational objectives. This strategic planning approach will enhance the existing SharePoint investment. The Strategic Roadmap will pave the path for the right tactical approach throughout the lifecycle of the system. Additionally, end-user and stakeholder adoption, along with change leadership, are tactically important aspects that drive the long-term success of the organization, process and technology alignment.

Key Strategy Steps:

1. Success Definitions
2. Stakeholder Development
3. Identify Project Champions
4. Strategic Organizational Alignment
5. Business Case Technology Re-use
6. Communication Plan for Stakeholders
7. Marketing Plan
8. Communication Plan Development
9. System Lifecycle Refinement



Integration must be planned and risks mitigated. Summit 7 Systems’ experience makes us well positioned to understand these conditions, properly develop a strategy and execute appropriate mitigation steps. Technologies, such as “Search,” require proper assessment be performed to drive success. Organizations can find themselves not fully making use of their investment without a proper technology deployment strategy. Our approach works to ensure maximum ROI and technology value by driving organizations towards 100% technology capability within the project constraints.

Once we complete the Roadmap we will work with the Department of Administration to develop a successful tactical approach. This tactical approach works towards the execution, migration and deployment of the technology. We use a five-tiered tactical approach that focuses on communication, identifying champions (change leaders), enterprise strategies, effective support and focuses on those who care.

Finally, the Department of Administration has a tremendous task; to provide quality, dynamic services to Montana State agencies, businesses and citizens. That translates into countless forms and processes across numerous functions. Therefore, the Summit 7 Systems proposal includes integrating the power of Kofax Capture to enhance the SharePoint ECM platform. Kofax Capture will leverage the existing scanning stations to provide touch-less, automated processing which increases information and data quality. Kofax Capture has the power to automatically identify forms, automatically classify data, read text and handwriting, convert to PDF, accurately import to SharePoint and automatically populate metadata columns. Kofax Capture and SharePoint will work together to execute rules that act on content placed in the drop-off library, capture metadata that trigger workflows in SharePoint and makes the content in SharePoint smarter and more actionable.

Summit 7 Systems has five simple guiding principles that we apply in all phases of our engagements and drive our organizational culture. We know that operating under these principles enables us to deliver a quality product that is optimized for the current, transitional and the future states of any organization.

- Don't make a simple problem more difficult
- Find the appropriate balance between control and usability
- Don't force a tool to perform a function that may not fit the culture
- Be cost sensitive to customers because the solution must be sustainable
- Provide a return on investment that increases further adoption and use

3 SOFTWARE MODULES

3.1 SharePoint as an ECMS

Summit 7 Systems recommends SharePoint Server 2013 as the primary ECMS platform.

A high demand for collaboration products drove Microsoft to merge InfoPath Server, Content Management Server and WSS 3.0 into SharePoint in 2003. In 2010 Microsoft greatly enhanced the ECM capabilities with the release of SharePoint Server 2010. Records management, multi-stage retention policies, improved social functionality, true services architecture, and more were included in this release. It is regarded by many, including Gartner, as a leader in multiple areas such as portals, insights, composites and search.

SharePoint 2013 builds on the strong ECM foundation in SharePoint 2010 and adds features such as e-Discovery, in-place records holds, off-farm workflow processing, and an App Store. The most important and notable addition is the FAST search platform - this was merged with SharePoint 2013.

SharePoint 2013 is the culmination of years of research and discovery. Microsoft SharePoint 2013 is recognized by Gartner and Forrester as one of the 3 market leaders in ECMS.



3.2 On-Premise versus Hosted Services

Summit 7 Systems recommends the State of Montana begin with a Strategy and Roadmap engagement to find the services that best fit the needs of the Department of Administration.

Summit 7 Systems is a Microsoft partner and is supporting numerous deployments of comprehensive SharePoint solutions which gives us the experience to conduct discovery engagements, analyze requirements and create roadmaps for large organizations. This experience is derived from custom installation of hundreds of SharePoint Farm as ECMS.

Summit 7 Systems invests to ensure that our professionals have a working knowledge of the latest technology investment options for our clients. We are certified to offer hosted services through Office 365 or Amazon Web Services. Summit 7 Systems is the first SharePoint services partner on Amazon Web Services (AWS). The Professional Services configuration and maintenance solutions would be the same for either choice. The primary difference is a large up-front savings with regard to a hardware investment. Each offering provides unique capabilities that would be evaluated as part of a comprehensive strategy with the State of Montana.

On-Premise SharePoint Farm

- **Advantages:** Maximize existing technology and maximize integration capabilities with systems such Kofax and AvePoint.
- **Disadvantages:** Large up front technology investment for operational, deployment, and test farms if hardware and licensing are not currently owned by the State of Montana.

Office 365

- **Hosted Advantages:** Significant cost savings for total office Microsoft solutions.
- **Office 365 Hosted Disadvantages:** May duplicate existing services and limit integration with SAP or Kofax implementations; however, capabilities are growing dynamically and disadvantages are being addressed.

Amazon Web Services (AWS) Hosted Service

- **Advantages:** No upfront costs; this service is easily scaled as needs change. Testing shows that there is no decline in functionality found in On-Premise SharePoint.
- **AWS Hosted Service Disadvantages:** An existing On-premise environment may provide sunk cost benefits. The need for AWS skills, and understanding of the AWS architecture.

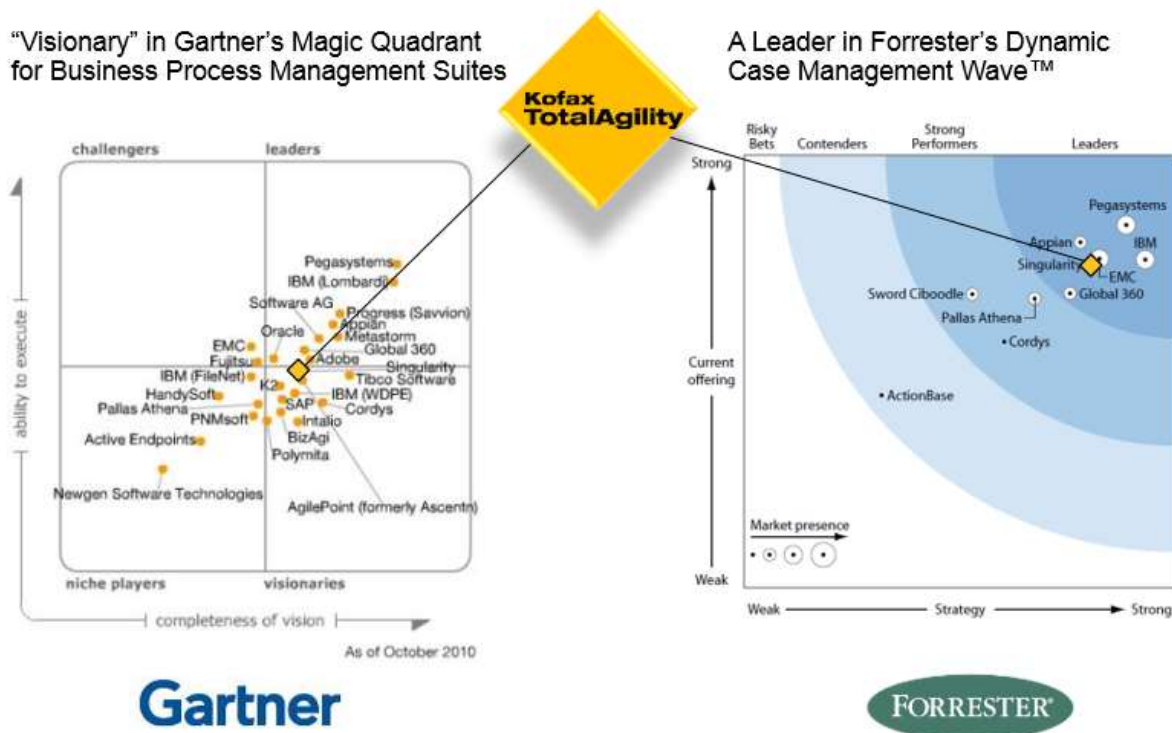
Hybrid Approach: State of Montana may consider a hybrid approach that utilizes existing technology assets while leveraging cost efficiencies offered by hosted solutions. For instance, test and development could run in an On-Premise environment while the operational site sites reside on a hosted cloud environment.

3.3 Kofax Integration with SharePoint

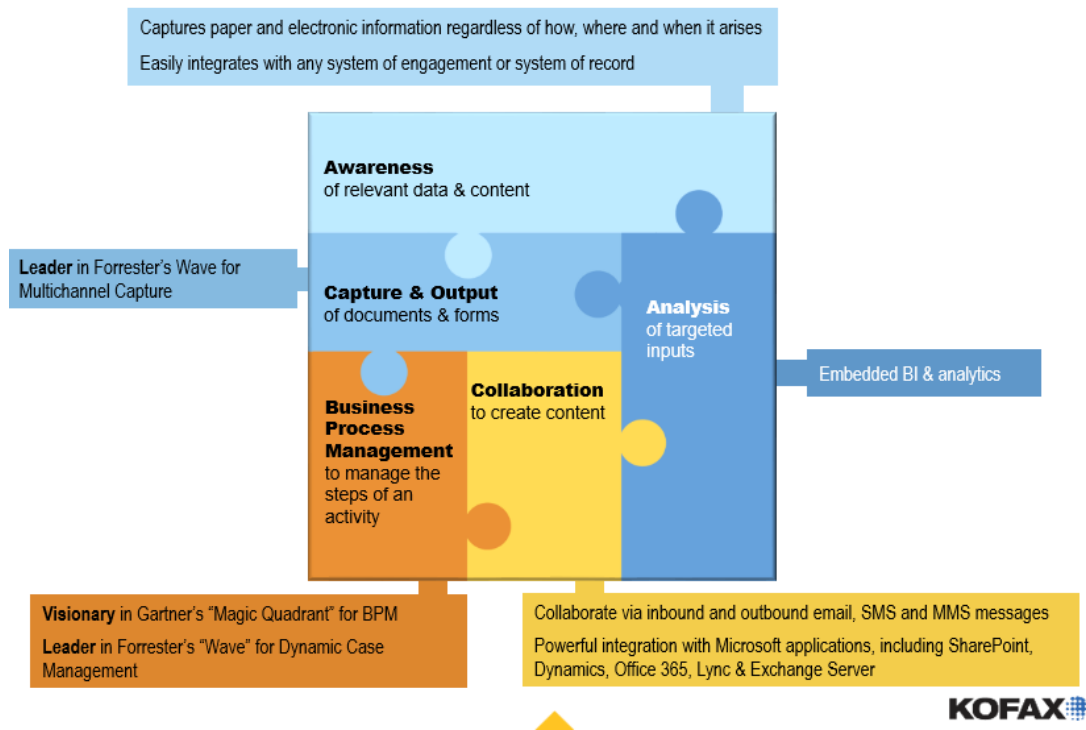
Summit 7 Systems recommends Kofax for smart process applications.

Kofax is the leading provider of smart process applications that simplify the business critical, information intensive customer interactions. They are a global company with 150,000 licensed software seats in tens of thousands of ERP, CRM, LoB integrations. The Kofax suite of products enable effective case management across all critical business applications as a single vendor.

Summit 7 Systems recommends Kofax because leading third party analysts, Gartner and Forrester, have validated that Kofax leads the market in capture, process and dynamic case management. Summit 7 Systems and Kofax will work together with the State of Montana to truly understand the business needs to build the solution that works.



Kofax offers a suite of products that meet the needs of departments across the Department of Administration. Specifically, these solutions support business processes that are people intensive, information intensive, highly variable and unpredictable, loosely structured and subject to change, as well as collaborative. Additionally, Kofax tools are the industry leader in mobile business processes.



3.4 Kofax TotalAgility

Kofax TotalAgility 7.0 is the world's first unified smart process application development and deployment platform.

Smart Process Management	Optimize & automate predictable or highly unpredictable, real time business processes with workflows
Mobility	Reduce process latency & provide ease of use, quick response times, & empowerment
Capture	Digitize paper for archive & compliance purposes, & provide better access to information
Transformation	Process information faster, more accurately & at a lower cost
Collaboration	Accelerate processes by efficiently collaborating with the right people inside and outside the organization
BI & Analytics	Make informed, effective decisions sooner & gain insight to optimize processes
Data Integration	Minimize the need to create custom integrations or modify systems of record

State of Montana citizens can expect Kofax TotalAgility 7.0 workflows to accelerate Case Management for the following requirements:

- Water use rights
- Risk management claims
- Employee insurance claims
- Supreme Court docket filings
- Welfare case management

3.5 Kofax Capture

Summit 7 Systems recommends Kofax capture to replace manual, error prone or expensive processes for receiving, processing and releasing large volumes of valuable documents and data.

- For large and medium enterprises (such as Montana Dept of Administration)
- Captures from any source (scanner, email, fax, MFP, folder)
- Centralized, distributed and remote options
- Flexible and highly customizable

Kofax Capture (KC) is the market leading product providing the base platform for First Mile interaction with external entities and organizations. KC will perform the scanning of documents that normally arrive through postal mail in the form of paper. Once incoming mail is sorted in to stacks of documents of a similar type, these “batches” are then scanned into the system using KC. KC will automatically recognize batch codes, bar codes, or several other means in which to identify the documents contained within the batch. KC allows for the optional checking of image quality by the operator, but most image-improvement functions provided by our patented Virtual Rescan (VRS - such as deskew, despeckle, streak removal, and enhancement) can be performed by the software. Once documents are identified, KC uses their form-based algorithm to OCR and extract data from the scanned documents, while at the same time optionally comparing the extracted data with that looked-up from an existing database system.

The value of KC can be enhanced with other modules to further expand the ability to ingest documents, such as regularly importing electronic or already scanned documents, collecting documents from an existing portal, from mobile and multi-function devices, and other sources of where data and documents might be incoming from external sources.

State of Montana citizens can expect Kofax Capture to accelerate business processes, reduce cost and increase enterprise-wide information visibility for the following requirements:

- Water use rights
- Risk management claims
- Employee insurance claims
- Supreme Court docket filings
- Professional and business licensing
- Boilers and elevator licensing and inspections
- Motor vehicle licensing
- Mining permits

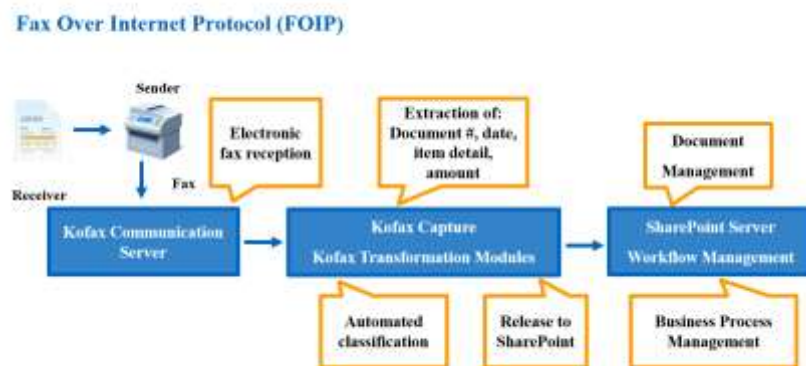
3.6 Kofax Front Office Server

Summit 7 Systems recommends Kofax Front Office Server to enable familiar, front office equipment (such as multipurpose printers and scanners) to initiate back office business processes.

Kofax Front Office Server extends the functionality of the proposed environment by extending capture capabilities to the points in the organization where documents come in. By connecting all remote sites using the Front Office Server, all remote sites and all offices will have the same benefit of being in the main scanning location(s). Multi-Function Devices (MFDs) include smart photocopiers, printers with scan capabilities, and other smart devices. These inexpensive and cost-effective MFDs allow for the distribution of capture to remote offices. Kofax can present document types and even metadata on the screen of the MFD. The operator might enter just a few keystrokes and scan the document directly in to the Kofax Capture system - it can be that easy. <http://www.kofax.com/office-automation/>

State of Montana citizens can expect Kofax Front Officer Server to accelerate transactions while reducing costs, increase data availability and accuracy, and standard business rules to all capture documents and data for the following requirements:

- Water use rights
- Professional and business licensing
- Risk management claims
- Boilers and elevator licensing and inspections
- Employee insurance claims
- Motor vehicle licensing
- Mining permits



3.7 AvePoint with SharePoint

Summit 7 Systems recommends AvePoint for effective SharePoint backup and migrations.

AvePoint is a global technology company and proven software leader. Since its founding in 2001, AvePoint is the world's largest provider of enterprise-class governance and infrastructure management solutions for Microsoft SharePoint. AvePoint products helps more than 10,000 customers, including many Fortune 500 companies and government agencies, meet their specific business objectives utilizing the SharePoint platform.

The appropriate infrastructure support is critical for implementations with a large user base. Summit 7 Systems will lead the strategic assessment SharePoint assessment for the State of Montana to and recommend the execution of migration and restructuring of data, governance plan enforcement, storage and data protection, permissions management, content lifecycle management and more.

State of Montana citizens can expect the integrated DocAve6 platform to perform the following functions to establish and maintain a robust ECMS:

- Simplify deployment, monitoring and enforcement of SharePoint governance policies
- Enable centralized or delegated management of SharePoint farms hosted on-premises, or in private and public clouds such as Microsoft Office 365 and Windows Azure
- Manage development, test and production farms
- Govern solution and component deployment with application lifecycle management tools
- Enable specific standards for backup, retention, document retention and audit schedules

DocAve Migrator	Support Migration Activities; DocAve's manager-agent architecture puts AvePoint in a unique position to map not only content, but customizations and workflows to 2013 equivalents.
DocAve Administrator	Improve upon reporting and searching capabilities; Centralized console lets administrators easily view, search, manage, and report on settings, configurations and securities throughout their SharePoint deployment
DocAve Report Center	Digitize paper for archive & compliance purposes, & provide better access to information; Gain a comprehensive understanding of SharePoint usage, topology, performance, and storage trends with customizable reports and alerts.
DocAve Storage Manager	Optimize system for speed and usability.
Archiver	<p>Growing amounts of fixed or stale SharePoint content contributes to rising storage costs, increasing SharePoint's total cost of ownership (TCO)</p> <ul style="list-style-type: none"> • Reduce SharePoint storage costs and improve compliance with records and information management policies • Automatically archive SharePoint content from expensive SQL storage to less-expensive hierarchical storage systems, based upon fully customizable business rules.
BI & Analytics	Make informed, effective decisions sooner, & gain insight to optimize processes.
DocAve Administrator & Content Manager	Used for real-time, point-and-click movement of SharePoint content. This content can be moved across any boundary—including separate farms—provided both are the same SharePoint version.
DocAve Backup and Restore	<p>True platform-level backup, protecting ALL SharePoint components, including WFE and application servers, services and all SharePoint configuration and content.</p> <ul style="list-style-type: none"> • Platform recovery drastically simplifying the time and effort recovering a SharePoint farm in the event of a partial or total disaster. • Platform recovery to restore SharePoint's search indexes, eliminating the need to perform a full crawl of all content sources after recovery. • Granular backup that is 100% RBS aware allowing externalized BLOBs to be backed up synchronously. • Full, differential and incremental backups to selective farm components, and any level of restore can be made regardless of whether the latest backup was a full, incremental, or differential. • Rapid restore with AvePoint's InstaMount virtual database technology significantly reduces the amount of time needed to restore content. • Database backups can be encrypted with AES 256

4 LICENSING OPTIONS

4.1 Summit 7 Systems Services

Summit 7 Systems provides two services; Professional Services for Design and Implementation and AnchorPoint for Operations and Maintenance. This provides our customers with effective and affordable ECM Systems in SharePoint.

Professional services team focus is on providing exceptional strategy and roadmap engagements, effective designs that meet the customer pain points, and measureable implementations that drive user adaption. Services are scaled based on the requirements, size of migration, external integrations and complexity of design. Typical professional services engagement for a state-wide Department of Administration would consist of the following:

Phase	Description	Estimated Cost
Discovery Phase Strategy & Roadmap	Interviews Systems Requirements Review Strategy and Roadmap	\$60,000 - \$110,000
Design Phase	Logical and Physical Architecture Governance Plan Communication Plan Taxonomy Preliminary Design Review Install Development/Test Farm Migration Testing Develop Workflows Critical Design Review	\$90,000 – \$120,000
Implementation and Test Phase	Install Production Farm Install Kofax Install AvePoint Conduct Migration Test Readiness Review Functional and Performance Testing User Acceptance Testing Operational Readiness Review Go Live	\$120,000 – \$150,000
Training	Administrator Training End User Training Computer Based Training (CBTs)	\$20,000 - \$70,000

The AnchorPoint operations team focuses on providing consistent day-to-day monitoring, troubleshooting and support to augment the existing IT staff. This is a cost effective means to increase the knowledge base of your staff through fractional LOE driven by demand.

AnchorPoint staff have access to the platform architects and design documents to ensure they maintain the expected ECMS performance.

1. Summit 7 Systems will provide remote support via email, telephone, conference line or Live Meeting as requested.
2. Summit 7 Systems will provide escalation to Microsoft PSS if there is an issue or bug that the Summit 7 Systems AnchorPoint team cannot resolve. Summit 7 Systems will provide the Microsoft PSS call at **no charge** to the client.
3. This Statement of Work covers only items typically identified as Operations and Maintenance or day-to-day support. A listing of standard AnchorPoint tasks is listed at the bottom of the SoW for your convenience.
4. Client will submit all tickets through the customer portal located at this address:

<HTTPS://WW5.AUTOTASK.NET/CLIENTPORTAL/LOGIN.ASPX?CI=500135>

5. Client will choose an account administrator and that individual will be able to submit tickets on behalf of the client. Additionally, the administrator is encouraged to add appropriate individuals to the client portal to ensure that all necessary people have the ability to submit tickets.
6. Client will receive a monthly report of all ticket and support activity.
7. Client will receive a 10% discount on Professional Services projects during the life of this contract.
8. Ticket Criticality Chart



Support Contract Rates: The billing rate for this contract is variable based on the number of hours executed. We recommend a minimum of 1040 hours for the first year. State of Montana can assess needs and usage and adjust as necessary.

40 – 519 Hours	\$190 per Hour
520 – 1039 Hours	\$150 per Hour
1040 – 2079 Hours	\$125 per Hour
2080+ Hours	\$100 per Hour

Service Level Agreement: Summit 7 Systems will provide support to the client between the hours of 8:00 AM Central and 5:00PM MST Monday through Friday. After Hours and Architect support is available 24x7, but is charged at 1.5 multiplied by the time spent. Holiday support is available, but will be charged at 2 multiplied by the time spent.

Summit 7 Systems will provide the following incident response times. Response time is defined as time to initial contact, not time to incident resolution. Response time is calculated based on the timestamp indicated on the submitted ticket in the customer portal.

Low Priority:	8x5 with 8 business hour response time
Medium Priority:	8x5 with 4 business hour response time
High Priority:	8x5 with 2 business hour response time

AnchorPoint addresses the following SharePoint services:

- Assist site administrators with day-to-day tasks
- Kofax Troubleshooting and ticket calls
- Manage site hierarchies
- Create new libraries and lists
- Manage site permissions
- Change the look and feel (themes, web part addition/removal/connection).
- Troubleshoot user issues
- List and library Management
- Create/Manage Send to connections
- Create/Modify Views
- Create/Manage workflows
- Create/Manage site columns
- Access and permissions troubleshooting
- Account management
- Server infrastructure health assessments
- Create and modify workflows using SharePoint Designer or 3rd party tools like Nintex
- Assist in patch and hotfix testing
- Involved in and aware of all planned downtime activities
- Manage site and site collection features
- Manage site workflows and workflow settings
- Recycle bin configuration
- Monitoring and review of Windows Server error logs (Application, System, Security)
- Monitoring and review SharePoint Health logs
- Monitoring and review SharePoint Search logs
- Server infrastructure health assessments
- SharePoint Server Farm health assessments
- Disk management (SQL and SharePoint)
- Database maintenance
- Database backup
- Database Index Maintenance
- Disk Growth Management
- Disk IO monitoring
- Mail notification and email alert issues
- Service Application creation/configuration
- Site collection creation/management
- Content database creation/management
- Alternate access mapping creation/modification
- SharePoint Server Services creation/configuration
- Web Application creation/configuration/management
- SharePoint timer job review
- Manage farm administrators group
- Configure service accounts
- Maintenance: hotfixes, patches, cumulative updates, service packs
- Backup/Restore testing
- Feature/solution deployment
- Support development and test environments
- 3rd party tool management, troubleshooting
- Add/remove servers from a SharePoint farm
- Managed Metadata/Term Store management
- Configure Managed Accounts
- Configure Password change settings
- InfoPath forms service configuration
- Manage data connections
- Configure/Manage reporting services
- Configure/manage content deployment
- Manage SharePoint Designer settings
- Content type creation/configuration

4.2 Microsoft SharePoint

4.2.1 On-Premise SharePoint 2013 Server Farm

Many government organizations are already heavily invested in SharePoint architecture. Summit 7 Systems will help the Montana Department of Administration maximize their return on investment. We recommend the following SharePoint 2013 Farm Architecture to support 5,000 users. On-Premise provides the greatest flexibility to integrate with Kofax, SAP and other external LoB applications.

The RFI states that the Montana resources include some SharePoint infrastructure. Standard SharePoint 2010 Farms included fewer application servers. SharePoint 2013 requires additional Application servers to support the FAST Search product which adds two servers to most 2013 server farms. Also, to provide farm architectural scale, workflows were moved from the SPTimer service to a proper workflow engine. Use of the workflow management service requires increased hardware capacity to process workflows.

Recommended SharePoint 2013 Production Architecture:

- 2 Web Front End Servers
- 4 Application Servers
- 1 SQL Cluster (2 servers); SQL Server 2012

For the purpose of pricing, Summit 7 Systems assumed:

- SQL Server is already licensed
- SharePoint 2013 and Software Assurance is not licensed
- Addition of three Application Servers

Microsoft Select ~~Plus~~ Program
Quote Total: \$1,466,034.00

Product Name	SKU	Quantity	Price	Total
Servers				
Microsoft® SharePoint Enterprise CAL Single License/Software Assurance Pack Microsoft Volume License User CAL User CAL	76N-02439	5000	\$132.00	\$660,000.00
Microsoft® SharePoint Server Sngl License/Software Assurance Pack Microsoft Volume License 1 License	H04-00231	6	\$9,339.00	\$56,034.00
Microsoft® SharePoint Standard CAL Sngl License/Software Assurance Pack Microsoft Volume License 1 License User CAL User CAL	H05-00445	5000	\$150.00	\$750,000.00
<div> <div>1st Year Total</div> <div>\$1,466,034.00</div> </div>				
<div> <div>2nd Year Total</div> <div>\$0.00</div> </div>				
<div> <div>3rd Year Total</div> <div>\$0.00</div> </div>				
<div> <div>Grand Total</div> <div>\$1,466,034.00</div> </div>				

Software Assurance Benefits

PLAN

New Version Rights for Servers	6 License(s)
--------------------------------	--------------

Spread Payments	YES
-----------------	-----

New Version Rights for Server CAL's	10000 License(s)
-------------------------------------	------------------

USE

E-Learning - Servers	1 Program Code(s)
----------------------	-------------------

MAINTAIN

24 x 7 Phone Support Incidents	32 Incident(s)
--------------------------------	----------------

Web Incidents	Unlimited
---------------	-----------

TechNet Plus Direct	1 Subscription(s)
---------------------	-------------------

TechNet SA Subscription Services	6 User ID(s)
----------------------------------	--------------

Cold Backup for Disaster Recovery	6 License(s)
-----------------------------------	--------------

TRANSITION

Extended Hot-Fix Support for Servers	YES
--------------------------------------	-----

Program Comparison Table

Program	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total	Year 5 Total	Year 6 Total	Total
Select Plus	\$488,678.00	\$488,678.00	\$488,678.00	\$209,433.43	\$209,433.43	\$209,433.43	\$2,094,334.29
Select	\$488,678.00	\$488,678.00	\$488,678.00	\$209,433.43	\$209,433.43	\$209,433.43	\$2,094,334.29

Software Assurance Benefits Comparison Table

	Select Plus	Select
PLAN		
New Version Rights for Servers	X	*
Spread Payments	X	*
New Version Rights for Server CAL's	X	*
USE		
E-Learning - Servers	X	*
MAINTAIN		
24 x 7 Phone Support Incidents	X	*
Web Incidents	X	*
TechNet Plus Direct	X	*
TechNet SA Subscription Services	X	*
Cold Backup for Disaster Recovery	X	*
TRANSITION		
Extended Hot-Fix Support for Servers	X	*

|

Disclaimer Notice:

Microsoft provides this material solely for informational purposes. The value and benefit gained under Microsoft Volume Licensing programs and through use of Microsoft software and services may vary by customer. Customers should refer to their agreements for a full understanding of their rights and obligations under Microsoft's Volume Licensing programs.

Notes:

This report is valid only for the following geographic area: United States

The prices shown are in US Dollars, and represent an estimated retail price on 1/16/2014 and relate to the licensing program chosen. The prices shown do not include any applicable taxes. Any amounts should not be considered as a commercial proposal from Microsoft.

Actual prices and payment terms may vary. Microsoft does not set final prices for licenses acquired through resellers. Final prices and payment terms for licenses acquired through resellers are determined by agreement between the customer and its reseller.

We endeavor to ensure the accuracy of the report but it is possible that the report may contain errors.

How To Buy

Contact a Volume Licensing reseller

If you're ready to acquire or renew Microsoft Volume Licenses, contact your Microsoft partner, speak with a Microsoft representative, or find an authorized reseller near you. If you are not currently working with a Microsoft partner, contact an authorized Microsoft reseller for complete pricing and purchase information.

United States and Canada

Find a reseller online, or call (800) 426-9400 in the United States or (877) 568-2495 in Canada.



[Find an authorized reseller online](#)

Product Use Rights

GENERAL LICENSE TERMS



DEFINED TERMS IN THIS LICENSE MODEL (SEE [UNIVERSAL LICENSE TERMS](#))

CAL, External Connector License, External User, Instance, Licensed Server, OSE, Physical OSE, Running Instance, Server, Server Farm and Virtual OSE

SERVER LICENSES

You have the rights below for each license you acquire.

1. You must assign each license to a single Server.
2. For each license, you may use one Running Instance of server software on the Licensed Server in either a Physical or Virtual OSE.
3. You may use the additional software listed in [Appendix 3](#) in conjunction with your use of server software.

ACCESS LICENSES

1. Except as described here and noted in the Product-specific license terms, all server software access requires CALs.
2. Requirements for External User access vary by product, as noted in the Product-specific license terms.
3. Depending on the product and the functionality being accessed, External User access is permitted under CALs, External Connector Licenses or the software license assigned to the Server.
4. You must assign each CAL to a user or device, as appropriate, and each External Connector License to a Licensed Server.
5. CALs and External Connector Licenses permit access to the corresponding version (including earlier versions used under downgrade rights) or earlier versions of server software.
6. CALs are not required for access by another Licensed Server or for up to 2 users or devices to administer the software.
7. Your CALs and External Connector Licenses permit access only to your Licensed Servers (not a third party's).

Additional Licensing Requirements and/or Use Rights

LICENSE MOBILITY -- ASSIGNING SERVER AND EXTERNAL CONNECTOR LICENSES AND USING SOFTWARE WITHIN AND ACROSS SERVER FARMS

For products designated as having License Mobility, you may reassign Server and External Connector Licenses to any of your Servers located within the same Server Farm as often as needed. Some products may require Software Assurance for these rights. You may reassign Server and External Connector Licenses from one server farm to another, but not on a short-term basis (i.e., not within 90 days of the last assignment).

SharePoint Server 2013

The license terms that apply to your use of this product are the Universal License Terms, the General License Terms for this Licensing Model, and the following:

Self-Hosting of Applications Allowed: No

Additional Software: Yes (See [Appendix 3](#))

License Mobility Within Server Farms: Yes (See General Terms)

External User Access: Licensed with Server

BASE CALs

You need:

- SharePoint Server 2013 Standard CAL, or
- Core CAL Suite¹, or
- Core CAL Bridge for Windows Intune¹, or
- Enterprise CAL Suite¹, or
- Enterprise CAL Bridge for Windows Intune¹, or
- Office 365 Enterprise E1, E3, or E4 User SL, or
- Office 365 Enterprise E3-E4 without ~~ProPlus~~ User SL, or
- Office 365 Education A3-A4 User SL, or
- Office 365 Government G1, G3, or G4 User SL, or
- Office 365 Government G3-G4 without ~~ProPlus~~ User SL, or
- SharePoint Online Plan 1 User SL, or
- SharePoint Online Plan 1G User SL, or
- SharePoint Online Plan 2 User SL, or
- SharePoint Online Plan 2A User SL, or
- SharePoint Online Plan 2G User SL

¹ with active Software Assurance coverage on October 1, 2012, or later

ADDITIVE CALs

Additional Functionality:

- Business Connectivity Services Line of Business ~~Webparts~~
- Office 2013 Business Connectivity Services Client Integration
- Access Services

Required Additive CAL:

- SharePoint Server 2013 Enterprise CAL, or
- Enterprise CAL Suite¹, or
- Enterprise CAL Bridge for Windows Intune¹, or

- | | |
|--|--|
| <ul style="list-style-type: none"> • Enterprise Search • E-discovery and Compliance • InfoPath Forms Services • Excel Services, PowerPivot, PowerView • Visio Services • PerformancePoint Services • Custom Analytics Reports • Advanced Charting | <ul style="list-style-type: none"> • Office 365 Enterprise E3-E4 User SL, or • Office 365 Enterprise E3-E4 without ProPlus User SL, or • Office 365 Education A3-A4 User SL, or • Office 365 Government G3-G4 User SL, or • Office 365 Government G3-G4 without ProPlus User SL, or • SharePoint Online Plan 2 User SL, or • SharePoint Online Plan 2A User SL, or • SharePoint Online Plan 2G User SL |
|--|--|

¹ with active Software Assurance coverage on October 1, 2012, or later

Additional Terms:

CAL WAIVER FOR USERS ACCESSING PUBLICLY AVAILABLE CONTENT

CALs are not required to access content, information, and applications that you make publicly available to users over the Internet (i.e., not restricted to Intranet or Extranet scenarios).

LICENSE MOBILITY -- ASSIGNING SERVER LICENSES AND USING SOFTWARE WITHIN AND ACROSS SERVER FARMS

You have the right to reassign server licenses as described in "License Mobility – Assigning Server and External Connector Licenses and Using Software within and across Server Farms" only under licenses with active Software Assurance.

4.2.2 Microsoft Hosted Services including SharePoint

Summit 7 Systems considered Office 365 licensing for the Department of Administration. We suspect that state licensing agreements may be more favorable. They are typically \$2 to \$3 per seat lower than consultant rates. However, we believe this information will help you compare options for ECMS comparison. Office 365 limits ability to integrate with Kofax, SAP and other external LoB applications.

Summit 7 Systems recommends Office 365 Enterprise E3 for Government based on the stated requirements in the RFI. The State of Montana would receive the following Microsoft Services:

- Full Suite of Office Applications (Word, Excel, PowerPoint, Outlook, Notebook, Access, Project, Link and SharePoint)
- Hosted Email
- Spam and malware protection
- Active Director Integration
- Community and Phone Support
- Guaranteed 99.9% Uptime
- Web Conferencing
- Simple File Sharing on SkyDrive Pro (25 GB)
- SharePoint Intranet sites with Customizable Security
- Public Website
- Office Mobile
- Hosted Voicemail
- eDiscovery Center to support compliance and search in SharePoint and Exchange

	Exchange Online (Plan 1)	Exchange Online (Plan 2)	Office 365 (Plan E1) for Government	Office 365 (Plan E3) for Government
	\$3.50 user/month	\$7.00 user/month	\$6.00 user/month	\$17.00 user/month
Hosted email: Get business-class email, ¹ shared calendars, 50 GB of storage space per user, and the ability to use your own domain name.	•	•	•	•
Spam and malware protection: Premium anti-malware protection and anti-spam filtering.	•	•	•	•
Active Directory integration: Manage user credentials and permissions. Single sign-on and synchronization with Active Directory.	•	•	•	•
Community and phone support: IT-level web support and 24/7 phone support for critical issues.	•	•	•	•
Guaranteed 99.9% uptime: Get peace of mind knowing that your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).	•	•	•	•
Advanced email: Archiving and legal hold capabilities, plus unlimited storage.		•		•
Web conferencing: Conduct meetings over the web with HD video conferencing, screen sharing, and instant messaging.			•	•

Simple file sharing:

SkyDrive Pro gives each user 25 GB of personal storage they can access from anywhere and that syncs² with their PC. Easily share files internally and externally and control who sees and edits them.

**Intranet sites for your teams:**

SharePoint sites provide workspaces with customizable security settings for individual teams within the organization.

**Public website:**

Use your own domain name. No additional hosting fees.

**Office Mobile for iPhone and Android phones:**

Access, edit, and view Word, Excel, and PowerPoint documents on iPhones and Android phones.

**Other mobile apps:**

Access, edit, and view Word, Excel, and PowerPoint documents on Windows Phones. Use the OneNote, OWA, Lync Mobile, and SharePoint Newsfeed apps on most devices.³

**Office applications:**

Subscription to Office for up to 5 PCs/Macs per user.

Desktop versions of:

**Advanced voice:**

Hosted voicemail support with auto attendant capabilities.

**eDiscovery Center:**

Tools to support compliance. Search across SharePoint sites and Exchange mailboxes.



Plans that do not include the desktop version of Office work with the latest version of Office, Office 2010, Office 2007 (with slightly limited functionality), Office 2011 for Mac, and Office 2008 for Mac.

4.3 AWS Hosted Services including SharePoint

Amazon Web Services (AWS) would allow the State of Montana to launch a customized virtual network that closely resembles a traditional network. State of Montana retains control over IP address ranges, subnets, routes, gateways and security settings. Clients are required to maintain SW licensing for SharePoint and 3rd party applications. AWS offers a significant advantage for increasing scaling usage requirements such as:

- No Up-Front Investment
- Low Ongoing Cost
- Flexible capacity
- Speed and agility
- Focused on Applications not Operations

Microsoft Platform on AWS

- Microsoft "License Mobility through Software Assurance" gives Microsoft Volume Licensing customers the flexibility to deploy Windows Server applications with active Software Assurance (SA) on Amazon Web Services
- Partnership to support running Windows Server-based workloads on AWS
- Amazon Machine Images (AMIs) with Windows Server and SQL Server today that were jointly developed by Microsoft and AWS
- SharePoint Server and other Microsoft server products can be licensed to run on AWS

Two licensing models:

Pay-as-you-go – AMI pricing includes software

- Windows Server
- SQL Server Standard

BYOL – use existing licenses on AWS

- SQL Server Enterprise
- SharePoint Server
- Other qualifying Microsoft Windows Server products*

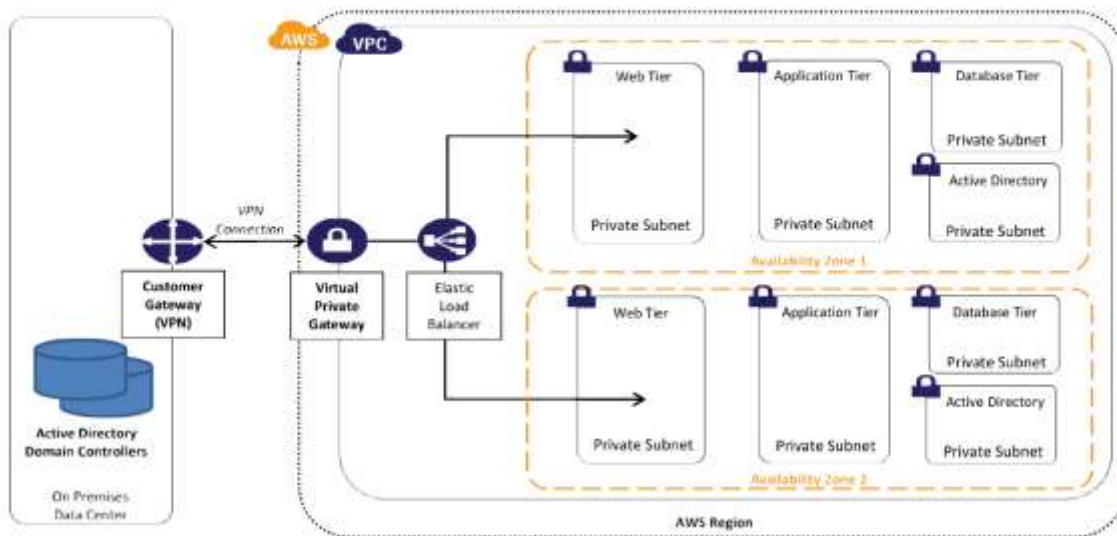
General info on AWS and License Mobility for a variety of MS server products:
<http://aws.amazon.com/windows/mslicensmobility/>

Detail on AWS and License Mobility with SQL Server:
<http://aws.amazon.com/windows/mslicensmobility/sql/>

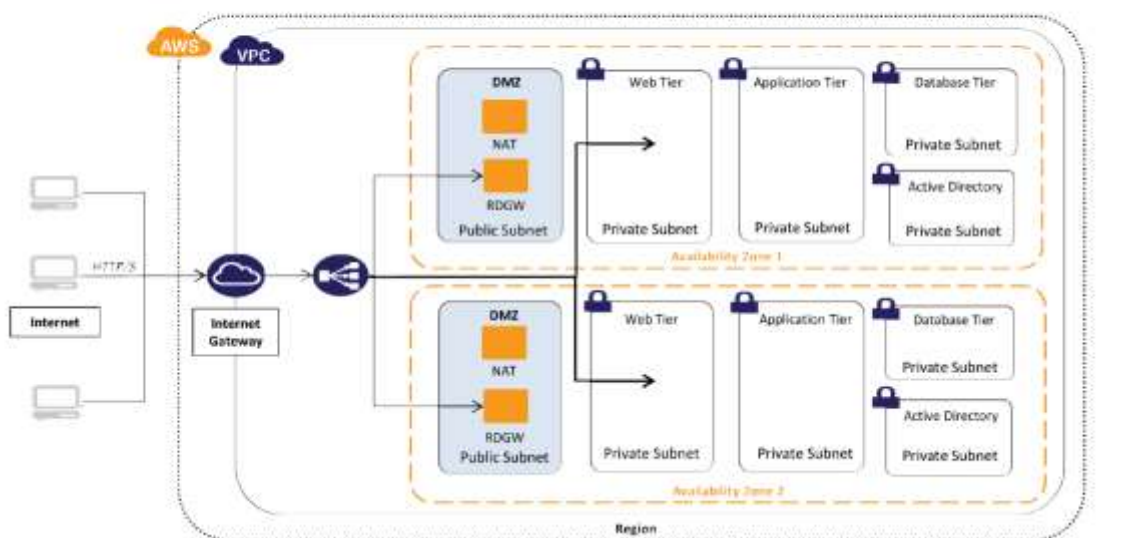


Summit 7 Systems may recommend the following architectures in an AWS environment.

SharePoint 2013 in AWS: Intranet



SharePoint 2013 in AWS: Public Site



Summit 7 Systems calculated the AWS equivalent cost to the following architecture. The URL below is available for State of Montana personnel to review the exact architecture they may consider replacing with AWS.

- 2 Web Front End Servers
- 4 Application Servers

[HTTP://CALCULATOR.S3.AMAZONAWS.COM/CALC5.HTML#KEY=calc-280397D3-AFFC-4D04-9C15-780723B71E27&R=IAD](http://calculator.s3.amazonaws.com/calc5.html#key=calc-280397D3-AFFC-4D04-9C15-780723B71E27&R=IAD)

Estimate of Your Monthly Bill

☒ Show First Month's Bill (include all one-time fees, if any)

With AWS, You only pay for what you use. Below you will see an estimate of your monthly bill. Expand each line item to see cost breakout of each service. To save this bill and input values, click on 'Save and Share' button. To remove the service from the estimate, jump back to the service and clear the specific service's form.

Save and Share

+ Amazon EC2 Service (US-East)		\$	3746.56
+ Amazon S3 Service (US-East)		\$	95.09
+ Amazon RDS Service (US-East)		\$	1419.52
+ Amazon DynamoDB Service (US-East)		\$	97.30
+ Amazon Route 53 Service		\$	1.00
+ Amazon CloudFront Service		\$	758.68
+ AWS Data Transfer In		\$	0.00
+ AWS Data Transfer Out		\$	374.52
+ AWS Support (Basic)		\$	0.00
Free Tier Discount:		\$	-26.89
Total Monthly Payment:		\$	6465.78

4.4 Kofax

Kofax prices capture by volume of documents per year. The following quotes from January 2014 is an example of pricing that the State of Montana can anticipate for their ECMS solution.

Product	Volume/Users	Product Number	Price	Notes
Kofax Capture	10 concurrent stations	EE#T024-010U	\$27,900	Everywhere
Kofax Capture	20 concurrent stations	EE#T024-020U	\$54,900	Everywhere
Kofax Capture	50 concurrent stations	EE#T024-050U	\$136,500	Everywhere
Kofax Capture	Image vol 5M/yr-Ent	EE#Y024-005M	\$26,800	Everywhere
Kofax Capture	Image vol 10M/yr-Ent	EE#Y024-010M	\$48,100	Everywhere
Kofax Capture	Image vol 20M/yr-Ent	EE#Y024-020M	\$96,200	Everywhere
Kofax TotalAgility	51-100 Named Users	SL-1001-0100	\$1,350	Priced per user
Kofax TotalAgility	101-250 Named Users	SL-1001-0250	\$1,250	Priced per user
Kofax TotalAgility	251-500 Named Users	SL-1001-0500	\$1,125	Priced per user
Kofax TotalAgility	501-1000 Named Users	SL-1001-1000	\$1,025	Priced per user
Kofax Front Office Server	KFS Server	ES#T500-0000	\$10,000	Everywhere
Kofax Front Office Server	KFS Device Connection (1-249)	ES#T502-001U	\$425	Priced per unit

4.5 AvePoint

AvePoint Migration tools are priced by volume of data migrated. An assessment of the existing environments and external integration requirements is necessary to adequately price a complete SW solution. The following quotes from fall 2013 are an example of pricing that the State of Montana can anticipate for their ECMS solution.

DocAve6 Enterprise, 750GB Data Migration

Existing Product	Description	Quantity	Price Per Unit	Amount
DocAve6 Enterprise Manager	DocAve Software Platform v6 Manager, Enterprise Edition License, for managing multiple SharePoint farms, includes DocAve Web Services, Auditing/Index Services, and Control Services. DocAve Initial Media Service also required, should be listed as a separate line item.	1.00	\$0.00	\$0.00
DocAve6 Migration 750 GB Promotion	DocAve 6 Migrator Suite Usage License, for SharePoint Server 2010, SharePoint Foundation 2010, SharePoint Server 2013, and SharePoint Foundation 2013. Includes sources: SharePoint 2007, SharePoint 2010, File System, Documentum eRoom, Lotus Notes, Exchange Public Folder, and LiveLink Migrators. Promotional license for 750 GB and includes first year Premier maintenance and DocAve 6 Content Manager.	1.00	\$26,000.00	\$26,000.00
DocAve6 Content Manager	DocAve 6 Content Manager license for SharePoint Server 2010 and SharePoint Foundation 2010. Licensing per SharePoint server.	10.00	\$995.00	\$9,950.00
DocAve6 Migration Promotion Content Manager Credit	Credit for cost of DocAve6 Content Manager as part of migration promotion	-10.00	\$995.00	(\$9,950.00)
AvePoint Premium Maintenance	Premier Maintenance for DocAve and other AvePoint products listed in this quote as per Maintenance Agreement. Includes: live 24/7 phone support, and web, email support, plus all releases, service packs, and upgrades; Start date: license delivery date; Period: 12 months per unit.	1.00	\$11,863.50	\$11,863.50
DocAve6 Migration Promotion Maintenance Credit	Credit for cost of first year Premier Maintenance as part of migration promotion.	-1.00	\$11,863.50	(\$11,863.50)

First Year Costs - Licensing	\$ 26,000.00
Option Year 2 – Maint	\$ 3,283.50
Option Year 3 – Maint	\$ 3,283.50

TOTAL:

DocAve6 Enterprise, Backup and Recovery for 10 Servers

Existing Product	Description	Quantity	Price Per Unit	Amount
DocAve6 Enterprise Manager	DocAve Software Platform v6 Manager, Enterprise Edition License, for managing multiple SharePoint farms, includes DocAve Web Services, Auditing/Index Services, and Control Services. DocAve Initial Media Service also required, should be listed as a separate line item.	1.00	\$0.00	\$0.00
DocAve6 Backup and Recovery	DocAve 6 Backup and Recovery license for SharePoint Server 2013 and SharePoint Foundation 2013. Includes Item and Platform Level Backup and Recovery. Licensing per SharePoint server.	10.00	\$4,195.00	\$41,950.00
AvePoint Premium Maintenance	Premier Maintenance for DocAve and other AvePoint products listed in this quote as per Maintenance Agreement. Includes: live 24/7 phone support, and web, email support, plus all releases, service packs, and upgrades; Start date: license delivery date; Period: 12 months per unit.	1.00	\$13,843.50	\$13,843.50

First Year Costs - Licensing	\$ 55,793.00
Option Year 2 – Maint	\$ 13,843.50
Option Year 3 – Maint	\$ 13,843.50

5 ESTIMATED COSTS

Preliminary pricing is based on 5,000 users. Prices in this section are representative of recent pricing but are non-binding to Summit 7 Systems are the represented partners. It is important to note that Office 365 and AWS pricing incorporates all costs associated with Hardware and Maintenance. The prices modeled for On-Premise do not include an estimate application for Hardware and Maintenance.

Summit 7 Systems recommends an on premise approach if there are strong requirements to around Kofax Capture, TotalAgility and Kofax Server. A hybrid approach would work but it may not be cost-effective for a deployment this size.

The following pages contain tables that show three different options for your consideration:

- On Premise SharePoint 2013
- Amazon Web Services hosted SharePoint 2013
- Office 365 with SharePoint 2013 (without Kofax elements)

An excel spreadsheet is provided as an attachment to support further exploration by the State of Montana personnel. Summit 7 Systems is willing to entertain questions or make adjustments changes to assumptions.

5.1 Projected SharePoint 2013 On-Premise Costs

Vendor	Product	Volume/Users	Price - Low	Price - Low
AvePoint	DocAve 6 Enterprise manager with Migration	750 GB Data	\$ 26,000	\$ 26,000
AvePoint	DocAve 6 Enterprise manager with Migration	Year 2 Maint	\$ 3,284	\$ 3,284
AvePoint	DocAve 6 Backup and Recovery	10 Servers	\$ 55,793	\$ 55,793
AvePoint	DocAve 6 Backup and Recovery	Year 2 Maint	\$ 13,844	\$ 13,844
Dell	Application Server Hardware	3 Application Servers	\$ 18,922	\$ 18,922
Kofax	Kofax Capture	Low: 10 concurrent stations High: 50 Concurrent Stations	\$ 27,900	\$ 136,500
Kofax	Kofax Capture	Low: Image vol 5M/yr-Ent High: Image vol 20M/yr-Ent	\$ 26,800	\$ 96,200
Kofax	Kofax TotalAgility	Low: 100 Named Users High: 1000 Named Users	\$ 135,000	\$ 1,250,000
Kofax	Kofax Front Office Server	KFS Server	\$ 10,000	\$ 10,000
Kofax	Kofax Front Office Server	Low: KFS Device Connection for 20 devices High: KFS Device Connection for 249 devices	\$ 8,500	\$ 105,825
Microsoft	SharePoint User CAL	2-year Agreement, SW Assurance	\$ 1,466,034	\$ 1,466,034
Microsoft	SharePoint Server Software	3 Server License	\$ 6,662	\$ 6,662
Summit 7 Systems	Discovery and Roadmap	Professional Services	\$ 60,000	\$ 110,000
Summit 7 Systems	Design Phase	Professional Services	\$ 90,000	\$ 120,000
Summit 7 Systems	Implementation and Test Phase	Professional Services	\$ 120,000	\$ 150,000
Summit 7 Systems	Training	Professional Services	\$ 20,000	\$ 70,000
Summit 7 Systems	AnchorPoint Operations Year 1	Support Services, Hourly	\$ 130,000	\$ 208,000
Summit 7 Systems	AnchorPoint Operations Year 2	Support Services, Hourly	\$ 78,000	\$ 130,000
TOTAL with SharePoint On-Premise (w/o Maint)			\$ 2,071,611	\$ 3,977,063
Year 1 Operations			\$ 130,000	\$ 208,000
Year 2 Operations			\$ 91,844	\$ 143,844

5.2 Projected SharePoint 2013 AWS Costs

Vendor	Product	Volume/Users	Price - Low	Price - Low
Amazon Web Services	2 WFE, 4 Application Servers	Per Month, Per Year, Year 1	\$ 76,200	\$ 76,200
Amazon Web Services	2 WFE, 4 Application Servers	Per Month, Per Year, Year 2	\$ 76,200	\$ 76,200
AvePoint	DocAve 6 Enterprise manager with Migration	750 GB Data	\$ 26,000	\$ 26,000
AvePoint	DocAve 6 Enterprise manager with Migration	Year 2 Maint	\$ 3,284	\$ 3,284
AvePoint	DocAve 6 Backup and Recovery	10 Servers	\$ 55,793	\$ 55,793
AvePoint	DocAve 6 Backup and Recovery	Year 2 Maint	\$ 13,844	\$ 13,844
Kofax	Kofax Capture	Low: 10 concurrent stations High: 50 Concurrent Stations	\$ 27,900	\$ 136,500
Kofax	Kofax Capture	Low: Image vol 5M/yr-Ent High: Image vol 20M/yr-Ent	\$ 26,800	\$ 96,200
Kofax	Kofax TotalAgility	Low: 100 Named Users High: 1000 Named Users	\$ 135,000	\$ 1,250,000
Kofax	Kofax Front Office Server	KFS Server	\$ 10,000	\$ 10,000
Kofax	Kofax Front Office Server	Low: KFS Device Connection for 20 devices High: KFS Device Connection for 249 devices	\$ 8,500	\$ 105,825
Microsoft	SharePoint User CAL	2-year Agreement, SW Assurance	\$ 1,466,034	\$ 1,466,034
Microsoft	SharePoint Server Software	3 Server License	\$ 6,662	\$ 6,662
Summit 7 Systems	Discovery and Roadmap	Professional Services	\$ 60,000	\$ 110,000
Summit 7 Systems	Design Phase	Professional Services	\$ 90,000	\$ 120,000
Summit 7 Systems	Implementation and Test Phase	Professional Services	\$ 120,000	\$ 150,000
Summit 7 Systems	Training	Professional Services	\$ 20,000	\$ 70,000
Summit 7 Systems	AnchorPoint Operations Year 1	Support Services, Hourly	\$ 130,000	\$ 208,000
Summit 7 Systems	AnchorPoint Operations Year 2	Support Services, Hourly	\$ 78,000	\$ 130,000
TOTAL with Implementation on AWS - Year 1			\$ 2,052,689	\$ 3,603,014
Year 1 Operations (Includes AWS Cost)			\$ 206,200	\$ 284,200
Year 2 Operations (Includes AWS Cost)			\$ 168,044	\$ 220,044

5.3 Projected Office 365 Costs

Vendor	Product	Volume/Users	Price - Low	Price - Low
AvePoint	DocAve 6 Enterprise manager with Migration	750 GB Data	\$ 26,000	\$ 26,000
AvePoint	DocAve 6 Enterprise manager with Migration	Year 2 Maint	\$ 3,284	\$ 3,284
AvePoint	DocAve 6 Backup and Recovery	10 Servers	\$ 55,793	\$ 55,793
AvePoint	DocAve 6 Backup and Recovery	Year 2 Maint	\$ 13,844	\$ 13,844
Microsoft	Office 365	E3 Government, \$17 per month, \$204 per year	\$ 1,020,000	\$ 1,020,000
Summit 7 Systems	Discovery and Roadmap	Professional Services	\$ 60,000	\$ 110,000
Summit 7 Systems	Design Phase	Professional Services	\$ 90,000	\$ 120,000
Summit 7 Systems	Implementation and Test Phase	Professional Services	\$ 120,000	\$ 150,000
Summit 7 Systems	Training	Professional Services	\$ 20,000	\$ 70,000
Summit 7 Systems	AnchorPoint Operations Year 1	Support Services, Hourly	\$ 130,000	\$ 208,000
Summit 7 Systems	AnchorPoint Operations Year 2	Support Services, Hourly	\$ 78,000	\$ 130,000
TOTAL with Office 365 Implementation (No Kofax Integration)			\$ 1,391,793	\$ 1,551,793
Year 1 Operations			\$ 130,000	\$ 208,000
Year 2 Operations			\$ 91,844	\$ 143,844

6 APPENDIX 1: SPECIFICATIONS

See Excel File, Titled “S7S_Montana ECMS RFI_ Appendix 1_Specifications”

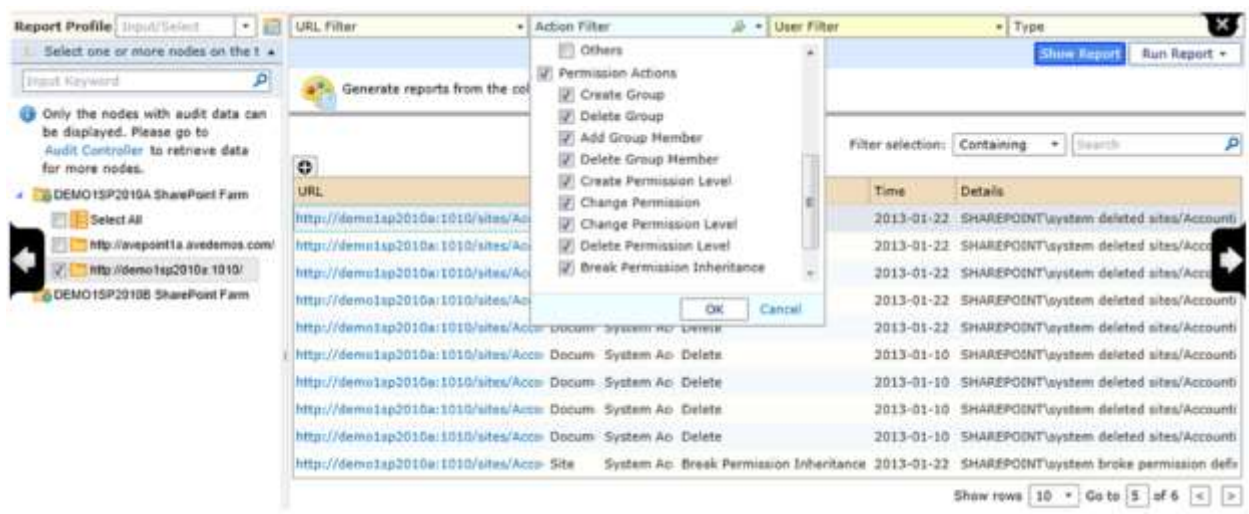
7 APPENDIX 2: REPORT CENTER EXAMPLES

AvePoint is currently developing new capabilities to address: Retention Policy, Destruction Reports, and Future Disposition Schedules. They are unable to release screen shot examples at this time. However, they are willing to provide demonstrations to provide further clarification. We have provided several screen shots show reporting capabilities.

The first is showing the activity report of a site, this would be used to show the usage of specific documents or pages inside of SharePoint.



This screen shot shows the ability to build a report based on the permissions assigned to specific documents and the activity around them.



The following video may provide clarification regarding reporting and retention capabilities.

[HTTP://WWW.AVEPOINT.COM/ASSETS/MOVIE/LATEST-VIDEOS/REPORT_CENTER.PHP](http://www.avepoint.com/assets/movie/latest-videos/report_center.php)

The following video highlights the AvePoint Best Practices regarding records retention and document management. Summit 7 Systems is a trained and certified partner in AvePoint products.

[HTTP://WWW.AVEPOINT.COM/SHAREPOINT-REPORTING-DOCAVE/#](http://www.avepoint.com/sharepoint-reporting-docave/#)